



Natural Resources Conservation Service  
655 Parfet Street, Room E200C  
Lakewood, Colorado 80215

---

GENERAL MANUAL  
360 - PER  
AMENDMENT CO-01 – (Part 402)

SUBJECT: PER – RECRUITMENT

Purpose: To define the recruitment plan of the Natural Resources Conservation Service (NRCS) in Colorado.

Effective Date: This Amendment is effective upon receipt.

Explanation: This Amendment adds to the General Manual 360-PER, Part 402 the State policy for the procedures that will be used in the recruitment of employees for the NRCS in Colorado.

Filing Instructions: Insert the following.

Insert the State General Manual Contents, Part CO402.8 – Recruitment Plan on page CO402i(1).

Insert the State General Manual Amendment CO402.8 – Recruitment Plan on pages CO402-5(1) through CO402-5(6).

ALLEN GREEN  
State Conservationist

Attachments

Interdisciplinary Review: \_\_\_\_\_ SAO \_\_\_\_\_ CO

FINAL:NRCS:SAO:IBINARD:sjg:01/18/06

## CONTENTS

### PART CO402 – WORKFORCE PLANNING

<u>Section</u>	<u>Page</u>
Subpart A – Recruitment Plan	
CO402.8      Recruitment Plan	CO402-5(1)

CO402i (1)

Subpart A – General

PART 402 – WORKFORCE PLANNING POLICY

SUBPART A – GENERAL

CO402.8(d)(2)

§CO402.8. Colorado NRCS Recruitment Plan.

(a) Background - The agency's workforce will soon be faced with an unusual amount of eligible retirees. In addition, NRCS is taking new direction in the future and disciplines will need to be re-evaluated to reach the agencies future goals. These changes will affect the disciplines Colorado will need to replace the attrition caused by retirements.

(b) Objective - The Objective of the Colorado NRCS is to achieve and retain a diverse workforce by offering promotions to eligible candidates and developing an aggressive recruitment plan to obtain and retain talented and professional Interns, SCEP and STEP candidates to be mentored and trained to fill our upcoming retirement vacancies. The State will analyze the future workforce to determine in which direction Colorado NRCS will be going in the next 10 years.

(c) Goals - Colorado NRCS has a goal over the next 3 years to recruit, hire, train and retain 60 SCEP, STEP and/or Interns. The first goal of Colorado NRCS is to start an aggressive recruitment plan on October 1, 2005, and have commitments from 20 SCEP, STEP and/or Interns by December 1, 2005. These 20 new students will be assigned mentors at each training site that they are assigned. The students will receive training in their field of interest to qualify for the next year program. The second goal is to be met in FY07. Recruit and hire an additional 20 SCEP/STEP and/or Interns in October, 2006 with commitments by December 1, 2006. Assign mentors at a training site of their field of interest. FY08 will be the third goal to recruit and obtain 20 SCEP/STEP and/or Interns in October 2007 and committed by December 1, 2007. Assign mentors at a training site of the field of interest.

(d) Strategies.

(1) Identify Future Workforce - Analyze and determine what positions will be needed in the next 10 years. Identify the discipline that SCEP/STEP student will be needed in order to accomplish the long term goals of the Colorado workforce plan. Identify disciplines that are a priority to the mission of Colorado NRCS. In order of most important positions to CO NRCS, then prioritized by those with the largest projected gaps

(2) Identify Future Vacancies - The following information represents the number /type of positions whereas the incumbent is or will be eligible for retirement:

2005 – 2006

- 2 Area Conservationists
- 2 District Conservationists
- 1 RC&D Coordinator
- 5 Soil Conservationists
- 3 Soil Conservation Technicians

CO402-5(1)

Subpart A – General

PART 402 – WORKFORCE PLANNING POLICY

SUBPART A – GENERAL

CO402.8(d)(2)

- 2 Soil Scientists
- 2 Resource Conservationists
- 1 Agronomist
- 1 Rangeland Management Specialist
- 3 Civil Engineers
- 1 Civil Engineer Technician
- 1 Agricultural Engineer
- 1 Cartographic Technician
- 1 Public Affairs Specialist

2006 – 2010

- 1 RC&D Coordinator
- 1 Biologist
- 1 Rangeland Management Specialist
- 10 Soil Conservationists
- 6 Soil Conservation Technicians
- 4 Soil Scientists
- 2 Civil Engineers
- 2 Resource Conservationists
- 1 Agronomist
- 6 District Conservationists

(3) Identify Locations - The following locations have been identified as viable training sites for SCEP/STEP students:

Area 1

Meeker Field Office (Soil Con, Range Con, Biologist)  
Glenwood Springs Field Office (Soil Con, Range Con, Engineer)  
Montrose Field Office (Soil Con, Range Con, Engineer)  
Montrose Soil Survey (Soil Scientist)  
Steamboat Springs Field Office

Area 2

Akron Field Office (Soil Con, Range Con)  
Brighton Field Office (Engineer, Technician)  
Ft. Morgan Field Office (Soil Con, Range Con)  
Ft. Morgan Soil Survey Office (Soil Scientist)  
Greeley Field Office (Soil Con, Range Con, Engineer)  
Longmont Field Office (Soil Con, Engineer, Technician)  
Sterling Field Office (Soil Con, Engineer)  
Wray Field Office (Soil Con. Range Con)

CO402-5(2)

## Subpart A – General

### PART 402 – WORKFORCE PLANNING POLICY

#### SUBPART A – GENERAL

CO402.8(5)(ii)

##### Area 3

Colorado Springs Field Office (Soil Con, Range Con, Engineer)  
Trinidad Field Office (Soil Con, Range Con)  
Trinidad Soil Survey Office (Soil Scientist)  
Walsenburg Field Office (Range Con)  
Pueblo Field Office (Soil Con, Range Con, Engineer)  
Rocky Ford Field Office (Soil Con, Range Con, Engineer)  
Las Animas Field Office (Soil Con, Range Con)  
Lamar Field Office (Soil con, Range Con, Engineer)  
Springfield Field Office (Soil Con, Range Con)  
Eads Field Office (Soil Con, Range Con)  
Cheyenne Wells Field Office (Soil Con, Range Con)  
Hugo Field Office (Soil Con, Range Con)  
Salida Field Office (Range Con)

##### Area 4

Monte Vista Area Office (Engineer)  
Monte Vista Field Office (Soil Con)  
Cortez Field Office (Engineer, Soil Con)  
Alamosa Field Office (Soil Con)  
Durango Field Office (Soil Con)  
Pagosa Springs Field Office (Soil Con, Range Con)  
Towaoc Tribal Office Multi County (Range Con)

(4) Recruiting Plan for Fiscal Year 2006 – 2010 - Currently, approximately 60 employees are or will be eligible for retirement in the next five years. The 2006 plan is aggressive recruitment for SCEP/STEP students by assigning recruiters to visit colleges, universities, high school, conservation districts, professional organizations, etc, in their areas. The goal is to have 20 SCEP/STEP students committed by December 2005 to start their employment by June 2006. The recruitment plan will continue to recruit 20 SCEP/STEP students by December 2006 and 20 SCEP/STEP students by December 2007. October 2008 start attending career and job fairs.

##### (5) Recruitment Strategies.

(i) Target entry-level positions - Students Career Experience Program (SCEP) and Student Temporary Employment Program (STEP) eligible for diversity outreach.

(ii) Vacancy Announcement Websites - USAJOBS Website and MyNRCS Website (Supplemental Listing). Also, provide Human Resources contact information on the Colorado NRCS Website.

CO402-5(3)

## Subpart A – General

### PART 402 – WORKFORCE PLANNING POLICY

#### SUBPART A – GENERAL

CO402.8(6)

(iii) College Visits - Expand exposure and build relationships with colleges, universities, and the public. Recruiters meet with counselors, professors, teachers, and representatives from various professional organizations. These relationships are particularly important when recruiting from outside the Government for student positions or to seek candidates with advanced degrees. Target 1890 Colleges, Historically Black Colleges, Tribal Colleges, Predominantly Hispanic Serving Institutions, Women's Organizations, Workforce Recruitment Program for College Students with Disabilities, etc.

(iv) Mailing Lists - It is important to stay in contact with the professionals that the recruiters have visited in person. Follow up by sending additional printed material to departments at colleges and universities that grant degrees related to our mission, job services, etc.

(v) Professional Networks - Network with related professional organizations to identify potential applicants and recruitment sources (American Indian Science and Engineering Society (AISES), Minorities in Agriculture, Natural Resources and Related Sciences (MANRRS), Society for Range Management (SRM), etc.).

(vi) Potential Partners - USDA Liaisons, Conservation Districts, Colleges/Universities, School Districts, Non-profit Organizations, Professional Societies (SWCS, SRM, etc.). Tribal Nations, State Conservation Agencies/State Agricultural Agencies, RC&D Council, State Education Departments, NRCS employee organizations, Special Emphasis Event Coordinators, Membership Organizations (NOW, Urban League, etc.)

(vii) Paid Advertising - Advertise in publications whose focused readership includes minorities, women, veterans, and the disabled (Indian Country Today, etc.). Submit articles concerning the SCEP/STEP program and that we are hiring students in their Area.

(ix) Marketing Materials - Develop material to create a positive and familiar image of CO-NRCS SCEP/STEP program (i.e. brochures, posters, power point presentations, fact sheets, etc.).

(x) Award Efforts and Accomplishments - Implement a "Recruiter of the Year" incentive award or area award for best recruiting efforts.

(6) Recruitment Roles and Responsibilities - Given the direct impact that recruitment has on Colorado NRCS's ability to meet its mission, all employees are to play an

CO402-5(4)

## Subpart A – General

### PART 402 – WORKFORCE PLANNING POLICY

#### SUBPART A – GENERAL

CO402.8(6)(vi)

active role in planning, implementing and evaluating recruitment activities. Because recruitment decisions affect the composition and competency of the entire Colorado NRCS workforce, recruitment is recognized as a management function, not solely a Human Resources function.

Managers at all levels of the organization are to be involved in the process and accountable for the results. Managers are responsible to encourage staff to participate in recruitment. Managers are responsible in identifying the area's needs and assigning subject matter experts to actively recruit in their field of expertise.

(i) State Conservationist - Provide the necessary leadership, guidance, financial support, training and tools needed for a successful recruitment program. Include recruitment plan in the Colorado State business plan. Establish responsibilities for each employee within the State and hold those employees accountable for the assigned responsibilities.

(ii) Human Resources - Primary responsibility for planning, implementing, and overseeing the entire recruitment programs and plan.

(iii) Principle Staff and Area Conservationist - Identified as a critical management function. Practice eliminating any barriers. Participate by visiting and/or assigning Subject Matter experts to visit Colleges and Universities. Principle staff will interview and hire perspective students that meet qualifications in the State's workforce plan. Plan for retention by identifying and improving cultural and environmental factors that might otherwise drive away talented employees.

(iv) CCRC/SEPM - Evaluate and report the impact of recruitment. Analyze and evaluate statistical reports of the workforce in areas such as under representation and to identify any barriers to the recruitment and employment of these groups. Actively participate in the development and implementation of affirmative employment programs. Actively participate as a recruiter visiting and build relationships with schools and professional organizations. Talk with candidates about the job and their person experiences. Communicate with liaisons and applicants about available job opportunities and the hiring process. Try and sell the job to candidates

(v) All Employees - Talk with candidates about the job, their personal experiences and the hiring process. Try and sell the job to candidates. Recruit at meetings and conference. Participate in local events and get involved with your local town's resources (high schools, colleges, job services, etc.).

(vi) Mentor/Mentee Program - SCEP/STEP students are assigned a trained mentor during their first week of their first assignment. The mentor is

CO402-5(5)

Subpart A – General

PART 402 – WORKFORCE PLANNING POLICY

SUBPART A – GENERAL

CO402.8(6)(vi)

responsible for meeting with the mentee, identifying any issues or problems the mentee may or may not be experiencing. The mentor will encourage and advise the mentee to continue with his/her career with NRCS and ensure the student reaches the appropriate qualifications once he/she graduates from college.

CO402-5(6)